



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: Chief of Equal Employment Opportunity

Position Number: 16855

Position Grade: SNIS Executive Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 09/28/2021-10/29/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, External Candidates, & Detailees

Division: DNI/EEO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for a SNIS Executive Tier 2 staff reserve position in the ODNI. Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension up to 1 + 1 additional years.

- An internal or external candidate to fill a SNIS Executive Tier 2 staff reserve position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, and DISL) candidates may apply. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current Internal ODNI cadre.



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- Current ODNI Staff Reserve Employees
- Current Federal Government employees.
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. (Current Senior Service employees at the same grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The office of Equal Employment Opportunity (EEO) leads the ODNI's program to proactively prevent discrimination in employment and ensures that the policies and practices of the ODNI align with the federal government's mandate to be a model employer for the nation. EEO leads efforts to strengthen compliance with laws and to eliminate discriminatory behavior in the workplace. As the agency's civil rights office, EEO maintains neutrality in resolving workplace concerns and implements the EEO complaint process in accordance with 29 C.F.R. 1614 and the U.S. Equal Employment Opportunity Commission's Management Directive 110. EEO also promotes equality of opportunity in employment through outreach, training, consulting, and education. EEO works collaboratively with ODNI stakeholders to benchmark and implement best practices as described in the EEOC's Management Directive 715 and conducts data analysis to assess compliance risks within the ODNI and broader IC. Recognizing the unique skills of EEO professionals (to include counselors, specialists, special emphasis program managers, investigators, attorneys, and mediators), EEO convenes a community of practice across the 18 elements of the U.S. Intelligence Community and seeks to maintain the highest professional standards, design and deliver innovative programs, recognize outstanding accomplishments, and share leading industry practices and capabilities. The Chief of EEO reports directly to the Director of National Intelligence and is the designated agency official for engagement and reporting to the U.S. Equal Employment Opportunity Commission, the Office of Personnel Management, Congress, and the Department of Justice, as appropriate.

Major Duties and Responsibilities (MDRs)

Lead, manage, and direct a professional level staff of EEO Counselors, investigators, attorneys, special emphasis program managers, paralegals and other EEO professionals. Evaluate performance, collaborate on goal setting, and provide feedback and guidance in support of personal and professional development opportunities.

Oversee a professional staff in successfully defining and managing complex programs and projects. Ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.



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Oversee the development and implementation of the ODNI's Equal Employment Opportunity strategy and other guidelines that provide strategic and tactical guidance in the areas of equal employment opportunity.

Guide and oversee ODNI and IC working groups, committees and community of practice, as needed, to support accomplishment of corporate and strategic goals.

Represent the DNI or Office on-related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government, and oversight organizations (e.g., the U.S. Equal Employment Opportunity Commission, Congress and OMB), as needed, to meet mission objectives.

Oversee personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.

Oversee the financial and budgetary programming and management of the EEO budget.

Manage, lead and develop standard operating procedures and operational guidance to obtain DNI and directorate goals and objectives.

Mandatory and Educational Requirements

Expert knowledge of and experience with the application of Federal EEO and diversity laws, regulations, policies and practices.

Expert understanding of federal policies and guidelines and Management Directives (MD - 110).

Expert ability to research and interpret legislation and guidance affecting EEO.

Mastered ability to manage IC-wide programs, workshops and activities, and the ability to engage both senior government and contract personnel.

Superior analytic, strategic, and critical thinking skills, including the ability to conduct operational assessments, to identify needs and requirements, and to develop non-linear processes.

Superior oral and written communication skills, including ability to clearly convey complex information and ideas to all levels of management.

Ability to resolve internal and external conflicts and disputes at the lowest level possible. Expert leadership and managerial capabilities, including the ability to effectively direct tasking's, assess and manage performance, and support personal and professional development of all levels of personnel.

Desired Requirements

J.D. preferred.



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Key Requirements and How to Apply:

Internal ODNI Cadre Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.



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- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and HOWARAD@dni.ic.gov (*Andrea H.*) in lieu of the group address above.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and HOWARAD@dni.ic.gov (*Andrea H.*) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.



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What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

Other Information:

The ODNI is an excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp>. If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**